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Internal and external printing practices of the Organization

Report of the Secretary-General*

I. Introduction

1. The present report is submitted in response to General Assembly resolution 54/251 of 23 December 1999, in which the Assembly requested the Secretary-General to submit a comprehensive report on the internal and external printing practices of the Organization to it at its fifty-fifth session. It should be read together with the interim report on the matter contained in a note by the Secretary-General which was before the General Assembly at its fifty-fourth session (A/C.5/54/18).

2. The interim report concentrated on the situation at Headquarters and reviewed the technical changes introduced in the field of printing, the resulting practices determining when printing work is handled internally or outsourced and the conclusions reached in several studies on publishing, printing and common services conducted during the last few years by the Joint Inspection Unit and the Office of Internal Oversight Services.

3. The present report addresses the issues that were not dealt with in the interim report. It provides essentially quantitative information on: (a) the total cost of operating all printing facilities in New York and Geneva; (b) the capacity of all the plants; (c) the printing workload of the organizations; (d) the printing programme that is contracted out; (e) comparative costs for in-house and external printing; (f) measures taken to achieve economies of scale, including through the development of common services; (g) measures taken to ensure that outputs are measured in the same way throughout the system; and (h) the potential for reducing the budget for printing as a result of reductions in hard-copy output.

4. Section II below provides data on the printing activities at United Nations Headquarters and section III covers the activities at the United Nations Office at

* The present report is being submitted after the deadline because more time than originally estimated was required to gather information and clearances at the inter-organizational and interdepartmental levels.

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Geneva. The remaining sections cont.) the information supplied by the United Nations funds and programmes, namely, the United Nations Children's Fund (UNICEF), the United Nations Development Programme (UNDP) and the United Nations Population Fund (UNFPA) and by specialized agencies, namely, the International Labour Organization, the World Health Organization (WHO), the International Telecommunication Union (ITU), the World Meteorological Organization (WMO), the World Intellectual Property Organization (WIPO) and the World Trade Organization (WTO).

II. United Nations Headquarters

5. The total direct cost of operating the Reproduction Section of the Department of General Assembly Affairs and Conference Services is indicated in table 1 below.

Table 1
Internal printing costs, Headquarters
(Thousands of United States dollars)

	1994-1995	1996-1997	1998-1999
Posts	12 540.1	12 739.8	12 668.7
Temporary assistance	537.0	524.7[a]	502.5
Overtime	1 400.1	787.6	1 281.3
Supplies, materials and equipment	8 057.1	5 137.7	5 678.9
Operating expenses and others	388.2	405.1	412.7
Total	**22 922.5**	**19 594.9**	**20 544.1**

[a] Estimate. In 1996-1997, expenditures under temporary assistance for meetings were recorded on a department-wide basis and cannot be disaggregated by organizational unit.

6. It should be noted that the costs reported in table 1 represent direct operating costs of the Reproduction Section at Headquarters. They do not include costs associated with printing facilities maintenance (minor repairs and alterations, utilities and other proportional costs associated with maintenance of Headquarters facilities). Those maintenance costs are budgeted and accounted for as part of the overall costs for the maintenance of Headquarters facilities under budget section 27 D, Office of Central Support Services, and cannot be disaggregated.

7. In order to describe the production capabilities of the Reproduction Section, table 2 below lists the equipment available, the year of purchase, the original purchase price and its current value, based on a depreciation factor of 20 per cent per annum.

Table 2
Printing equipment available in the Reproduction Section at Headquarters

No.	Item description	Year of purchase	Total price	Value after depreciation
			(In United States dollars)	
	Pre-press area			
01.	Automated platesetter	1995	623 400	204 276
02.	Offset camera	1989	71 930	6 179
03.	Imagesetter	1997	39 000	19 968
04.	Offset film processor	1997	11 000	5 632
05.	Offset film processor	1999	10 065	8 052
06.	Scanner	1995	6 000	1 966
07.	Platemaker	1991	9 300	1 248
08.	Platemaker	1991	13 520	3 544
09.	Electrostatic platemakers (3)	1997	54 097	27 698
10.	Digital proofing system	1998	13 484	8 630
11.	Scanners (2)	1998	9 150	5 856
12.	Scanner	1999	10 503	8 402
	Press area			
01.	Web offset press, 32-page unit	1981	229 369	3 306
02.	Web offset press, 16-page unit	1985	113 139	3 981
03.	Web offset press, 8-page unit	1976	172 286	814
04.	Offset sheet-fed 2 colour press (37.5")	1989	374 985	32 211
05.	Offset sheet-fed 1 colour press (29")	1973	27 300	66
06.	Offset sheet-fed 2 colour press (29")	1998	257 500	164 800
07.	Offset sheet-fed 1 colour press (36")	1992	183 800	30 837
08.	Offset sheet-fed duplicators (2)	1999	78 924	63 139
09.	Offset sheet-fed duplicator	1960	3 230	-
10.	Offset sheet-fed duplicator	1964	3 361	-
11.	Digital duplicators (5)	1999	30 000	24 000
12.	Digital printing system	1999	48 670	38 936
13.	Offset printing system (7 towers/copy centre)	1987	95 680	4 208
14.	Offset printing system (7 towers/copy centre)	1987	90 761	4 990
15.	Offset printing system (copy centre)	1991	59 401	7 973
16.	High speed xerographic system	1997	65 695	33 636
	Finishing area			
01.	Paper cutter	1983	35 726	804
02.	Paper cutter	1968	12 000	-
03.	Book cover laminator	1991	54 900	7 369
04.	Collator	1976	36 070	-
05.	Saddle stitching system	1977	69 000	-

No.	Item description	Year of purchase	Total price	Value after depreciation
			(In United States dollars)	
06.	Saddle stitching system	1981	123 498	1 780
07.	Folding machine	1993	66 268	13 898
08.	Folding machine	1994	30 000	9 830
09.	Folding machine	1994	27 000	7 078
10.	Soft-cover book binding system	1993	488 500	102 446
11.	Three-knife trimmer	1981	104 225	1 502
12.	Collator/10 stations	1989	22 331	1 918
13.	Collator/10 stations	1994	16 118	4 225
Total			**3 791 186**	**865 198**

8. The printing workload handled by the Reproduction Section over the last three bienniums is as follows:

	Millions of page impressions
1994-1995	1 570
1996-1997	1 126
1998-1999	1 040

In 1998-1999, about 60 per cent of the workload was accounted for by regular documents issued for intergovernmental and expert bodies. The remaining 40 per cent of the output covered special printing jobs, requiring covers and colour work (statistical, economic, social, legal, disarmament and other publications, official records, books, catalogues, magazines, newsletters and bulletins, leaflets and posters).

9. The printing programme that is contracted out is described below. Table 3 provides expenditure information and table 4 illustrates the types of printing products and services purchased in 1999.

Table 3
External printing costs at Headquarters
(Thousands of United States dollars)

	1994-1995	*1996-1997*	*1998-1999*
Programme globally administered by the Publications Board	2 217.3	2 486.9	2 205.2
Programme exempt from Publications Board review	2 185.9	898.4	610.4
Total	**4 403.2**	**3 385.3**	**2 815.6**

Table 4
Distribution, by products and services, of the external printing costs in 1999 at Headquarters

	Thousands of United States dollars	*Percentage*
United Nations Treaty Series	822.1	54.0
Public information materials	399.2	26.2
Statistical, economic, social, legal and other publications	127.1	8.3
Forms, stationery, invitations and calling cards	76.6	5.0
Binding services (Dag Hammarskjöld Library)	71.0	4.7
Typesetting of Official Records	27.2	1.8
Total	**1 523.2**	**100.0**

10. As can be seen from the items listed in the preceding table, it is impossible to select one single measure to quantify the volume of all the products and services purchased as "external printing". The conventional unit for straight reproduction work, namely page impressions, cannot be used, for example, to account for typesetting and binding services, which have always been considered "external printing". Even when it can be used, that unit may not indicate the whole range of services purchased. For example, the *Treaty Series* is not only reproduced, but also typeset and bound externally. Subject to this caveat, and so as to provide an order of magnitude comparison of the external and internal reproduction workload, as well as a picture of changing demand, table 5 provides data on the volume of external reproduction work done during the last three bienniums. While these data are a partial indicator of the physical volume of "external printing", the financial information included in tables 3 and 4 is exhaustive.

Table 5
Reproduction work done externally, Headquarters
(Millions of page impressions)

	1994-1995	*1996-1997*	*1998-1999*
United Nations Treaty Series	8.6	80.7	130.2
Statistical, economic, social, legal and other publications	46.2	24.9	15.6
Public information materials	89.8	43.7	10.1
Forms, stationery, invitations and calling cards	14.3	11.8	9.0
Other	0.9	0.5	1.2
Total	**159.8**	**161.6**	**166.1**

11. In order to illustrate the comparative costs for in-house and external printing, eight recent externally reproduced jobs that could have been reproduced internally, because they were within the technical means available to the Reproduction Section have been selected. Their external cost is indicated below, together with the internal cost calculated using the costing system available to the Reproduction Section and described in paragraph 14 of the 1999 interim report (A/C.5/54/18).

Table 6
Internal and external reproduction costs
(United States dollars)

Product	*Internal cost*	*External cost*
Brochure, 5,000 copies, 9x4", four colours, glossy paper, folded (*Comprehensive Nuclear Test Ban Treaty*, DPI/1988)	867	2 179
Poster/wall chart, 9,775 copies, 24x30", two-sided, three colours, glossy paper, folded (*Urban Agglomerations*, 1999, ST/ESA/SER.A/184)	3 735	5 131
Poster/wall chart, 25,025 copies, 22x34", two-sided, four colours, varnished, glossy paper, folded (*Population Ageing*, ST/ESA/SER.A/179)	6 389	7 510
Poster, 30,000 copies, 22x34", four colours, varnished, glossy paper (*Millennium Poster*, DPI/2090)	6 732	11 960
Booklet, 20,000 copies, 6x9", 96 pages, plus cover, two colours on cover, four colours inside, glossy paper (*United Nations Peacekeeping. Fifty Years*, DPI/2004). English version	18 331	21 621
Booklet, 10,000 copies, 6x9", 96 pages, plus cover, two colours on cover, four colours inside, glossy paper (*United Nations Peacekeeping. Fifty Years*, DPI/2004). French and Spanish versions	10 640	14 700
Booklet, 5,000 copies, 9x7", 16 pages, two colours, glossy paper (*Gender Balance in the United Nations Common System*)	1 350	2 500
Booklet, 22,300 copies (English), 8,200 copies (French), 8.5x11", 28-40 pages, two colours (*Africa Recovery*)	37 976	42 560

12. The direct expenditure data reported in tables 1 and 3 above reflect the cost reductions achieved over the last three bienniums as a result of the streamlining measures described in the 1999 interim report, namely, reductions in print runs, use of compact layouts that save paper and gradual replacement of external typesetting by internal desktop publishing and of external reproduction by internal reproduction. Electronic dissemination and storage through the optical disk system and the use of digital procedures in the pre-press area have also had a considerable impact. Overall expenditures covering both internal and external printing have decreased by 15 per cent (close to $4 million), external printing expenditures by 36 per cent ($1.6 million) and the cost of supplies, materials and equipment by 30 per cent ($2.4 million), with other costs, mainly staff-related, remaining relatively stable.

13. The needs of the main recipients of printed materials — permanent missions of Member States — are updated yearly by asking each mission to review its latest requirements vis-à-vis hard copies. In addition, other recipients of printed materials, such as government offices, libraries, intergovernmental and non-governmental organizations, are surveyed periodically to ascertain their continued interest in

receiving United Nations materials. The names of those recipients who do not respond are deleted from mailing lists. Efforts in this connection also take into account the provisions of General Assembly resolutions 51/241, annex, paragraph 45, and 52/214 C, paragraph 1, concerning the availability of hard copies of documents for Member States.

14. Information on the technical means available in the United Nations Reproduction Section and samples of its products have been provided to the relevant procurement and printing units of UNICEF, UNDP, UNFPA and the United Nations Office for Project Services in the context of the activities of the inter-agency Task Force on Common Services. This included a video presentation to senior managers of the funds and programmes. Cost estimates have also been submitted in response to requests for proposals.

15. The funds and programmes have pointed to the technical complexity of their most elaborate publications, the advantages of using integrated processes (covering from writing and design to distribution), the need to have absolutely firm assurances on production deadlines, the lack of technical means in the Reproduction Section to produce certain products (multiple copy forms, for example) and cost considerations as reasons not to resort to the United Nations Secretariat.

III. United Nations Office at Geneva

16. The total direct cost of operating the Reproduction Section of the United Nations Office at Geneva is indicated in table 7 below.

Table 7
Internal printing costs, United Nations Office at Geneva
(Thousands of United States dollars)

	1994-1995	*1996-1997*	*1998-1999*
Posts	13 164.0	11 723.6	9 815.0
Temporary assistance	1 000.7	719.4	494.3
Overtime	91.7	83.7	59.3
Supplies, materials and equipment	3 384.3	2 392.0	1 573.2
Operating expenses and others	1 696.6	1 355.2	1 129.1
Total	**19 337.3**	**16 273.9**	**13 070.9**

17. To describe the production capabilities of the Reproduction Section, table 8 below lists the equipment available, the year of purchase, the original purchase price and its current value, based on a depreciation factor of 20 per cent per annum.

Table 8

Printing equipment available in the Reproduction Section at the United Nations Office at Geneva

No	*Item description*	*Year of purchase*	*Total price (Swiss francs)*	*Value after depreciation (Swiss francs)*
	Pre-press area			
01	Platemaker	1999	48 600	38 880
02	Contact frame	1967	9 266	6
03	Contact frame	1997	12 718	6 512
04	Contact frame	1997	6 075	3 110
05	Contact frame	1967	9 246	6
06	Film processor	1991	11 229	1 887
07	Plate processor	1993	21 218	4 450
08	Offset camera	1994	20 000	5 243
09	Offset camera	1989	36 928	3 172
10	Offset camera	1975	35 000	132
11	Plate punch	1982	15 207	274
12	Plate etchers (3)	1997	5 400	2 765
13	Electrostatic platemaker	1996	20 000	8 192
	Press area			
01	Two-colour perfecting press	1981	33 901	3 371
02	Two-colour perfecting press	1989	331 450	28 471
03	Two-colour perfecting press	1995	436 000	142 268
04	Sheet-fed press	1986	147 634	6 493
05	Sheet-fed press	1990	77 683	8 341
06	Sheet-fed press	1991	77 783	10 440
07	Typography press	1965	12 551	5
08	Typography press	1960	12 633	0
09	Stamping/developing units (2)	1987	7 517	413
10	Roller washer	1991	11 546	1 550
11	Roller washer	1982	10 770	194
12	One-colour perfecting presses (5)	1996	346 000	141 722
13	Proofing machine	1978	3 578	26
	Finishing area			
01	Folding machine	1993	77 510	16 255
02	Folding machine	1991	70 128	9 412
03	Folding machine	1984	53 276	1 500
04	Folding machine	1993	20 600	4 320
05	Folding machine	1980	23 460	270
06	Perfect binding system	1995	571 000	187 105
07	Saddle stitcher	1978	185 904	1 372

No	*Item description*	*Year of purchase*	*Total price (Swiss francs)*	*Value after depreciation (Swiss francs)*
08	Saddle stitcher	1993	230 000	48 234
09	Paper cutter	1986	111 633	4 910
10	Paper cutter	1973	33 026	63
11	Paper cutter	1984	26 486	596
12	Perforator	1978	9 417	69
13	Collator	1990	63 515	6 820
14	Collator	1984	36 849	1 037
15	Collator	1985	13 526	476
16	Collator	1995	92 000	30 147
17	Stitcher	1997	17 670	9 047
18	Stitcher	1980	7 750	80
19	Drilling machine	1973	11 950	28
	Total		**3 615 635**	**739 665**

18. The printing workload handled by the Reproduction Section of the United Nations Office at Geneva during the last three bienniums is as follows:

	Millions of page impressions
1994-1995	684
1996-1997	545
1998-1999	513

Output includes all regular documents issued for intergovernmental and expert bodies meeting at Geneva, as well as a significant number of publications, including *The Economic Survey of Europe*, *Transport of Dangerous Goods*, *Social Responsibility of Transnational Corporations* and *The World Investment Report*.

19. The printing programme that is contracted out by the United Nations Office at Geneva is described below. Table 9 provides expenditure information and table 10 illustrates the types of printing products and services purchased in 1999.

Table 9
External printing costs at Geneva
(Thousands of United States dollars)

	1994-1995	*1996-1997*	*1998-1999*
Programme globally administered by the Publications Board	877.6	771.2	589.3
Programme exempt from Publications Board Review	54.4	58.2	44.1
Total	**932.0**	**829.4**	**633.4**

Table 10
Distribution, by products and services, of the external printing costs at Geneva in 1999

	Thousands of United States dollars	*Percentage*
Statistical, economic, social and other technical publications	193.9	54.8
Periodicals and newsletters	81.6	23.1
Stationery, invitations, calling cards	34.9	9.9
Imagesetting services	16.3	4.6
Externally printed covers for internally produced publications	13.7	3.9
Public information materials	13.1	3.7
Total	**353.5**	**100**

20. The volume of external printing has decreased from 77.5 million page impressions in 1994-1995 to 68.9 in 1996-1997, and 66.1 in 1998-1999. This information should be considered in the light of the comments made in paragraph 10 above. It provides an order of magnitude comparison of the external and internal reproduction workload and illustrates the trend in the overall demand for external printing during the last six years.

21. A meaningful comparison of the cost of internal and external printing requires a more sophisticated methodology for calculating the cost of individual jobs than the means currently available at the United Nations Office at Geneva. A commercial costing system to be used both at Headquarters and the United Nations Office at Geneva is expected to become available by the end of 2000.

22. The Publishing Service at the United Nations Office at Geneva participates actively in the Geneva Working Group of the Publications Board, where it promotes the use of internal capacity for the printing of publications. It has also offered reproduction services, including colour work, to specialized agencies based in Geneva and has taken the lead in efforts to organize, together with the agencies, the negotiation of common rental agreements of photocopying equipment. Paper purchases for the Reproduction Section at the United Nations Office at Geneva are grouped together with those of other organizations and handled through the Geneva Common Purchasing Service.

23. The significant reductions in costs achieved in Geneva during the last three bienniums are indicated in paragraphs 16 and 19 above. The reasons for the reductions are similar to those indicated for Headquarters in paragraph 12 above. In Geneva, overall expenditures covering internal and external printing have decreased by 32 per cent (over $6.5 million). This includes reductions in staff-related expenditures of 27 per cent (close to $3.9 million) in supplies, materials and equipment of 54 per cent ($1.8 million) and in external printing of 32 per cent ($300,000).

IV. United Nations funds and programmes

A. United Nations Children's Fund

24. UNICEF does not operate any printing facilities and all its requirements are outsourced. Apart from the products covered by the Greeting Cards Operation, UNICEF contracts printing services for two main purposes. The first is to support development programmes in the field with pertinent educational and learning materials, such as school textbooks, health cards, posters, charts and other types of materials used to educate children and their parents. In 1999, UNICEF headquarters issued or authorized 9 million dollars of such printing contracts for 93 countries, and bought 8.5 million dollars of paper and other printing supplies that were required for this purpose. Over 90 per cent of all these were contracted for in field offices, making use of printing capacity available in the relevant countries.

25. The second purpose relates to the production of UNICEF flagship publications. These are essentially three — *State of the World's Children*, *Progress of Nations*, and the *UNICEF Annual Report*. In addition, there are a number of smaller publications that enhance advocacy in specific aspects of the work of UNICEF, such as landmine protection materials. These are all contracted for out of New York, with private printers. The proximity of the printers has been found extremely important in order to solve technical issues easily. Contracts issued out of New York in 1999 for these publications amounted to around 1 million dollars.

26. As part of a wider approach to standardization in obtaining printing services, UNICEF has been working on improving its procedures for contracting such services. During 1999, a first set of draft guidelines was produced for field staff engaged in setting up printing contracts. This will allow for a better comparison of rates and outputs from different sources. The eventual goal is to move towards regional contracts with well-known publishing houses that provide the best value for money.

27. UNICEF does not see any potential for reducing budgets for printing as a result of reductions in hard-copy output. The bulk of the work supporting programmes in the field will not change rapidly, because the materials in question are likely to remain as printed materials, for example, school textbooks. Flagship publications are available on the UNICEF web site, but this is a complementary dissemination medium, rather than a substitute for printed copies.

B. United Nations Development Programme

28. The Printing, Distribution and Mail Unit of the Administrative Services Division of UNDP is equipped to produce basic letterheads, complimentary slips, envelopes, circulars and photocopied colour documents. Other needs, including forms, are outsourced to three local companies in New York. The staff of the Unit that provide printing services includes two General Service and two Trades and Crafts posts, whose incumbents also perform distribution and mail operations functions. The equipment available consists of 1 Multilith 1250 duplicator, 1 Itek 430 processing camera and 1 light table (all of them almost fully depreciated) and three photocopiers, which are leased. In addition, the Division of Public Affairs

outsources the production of UNDP publications, which have elaborate layouts and designs, to 11 companies in the United States of America and one in Denmark.

29. Basic indicators of UNDP printing activities in 1999 are as follows:

External printing costs of Division of Public Affairs publications	250 jobs	1 million dollars
External printing costs of Printing, Distribution and Mail Unit jobs	154 jobs	301 800 dollars
Internal printing/copying	262 jobs	878 000 impressions
Annual cost of printing supplies (paper and ink)		5 100 dollars
Annual cost of equipment servicing and maintenance		4 675 dollars

30. Use of the UNDP Intranet to post circulars and disseminate forms that can be downloaded to country offices will lead to reductions in printing output in the future. The full impact of this innovation cannot yet be assessed fully.

C. United Nations Population Fund

31. The Fund has an internal reproduction facility producing stationery, business cards, envelopes, circulars, documents and some publications, including multi-colour work. Two Trades and Crafts staff members work in the area. The equipment available includes a Multilith printing system 3875, comprising a duplicator, a platemaker and a copy sorter; a Multilith 1450 duplicator, with two-colour capability; and cutting, binding, stitching and collating machines. All the equipment is almost fully depreciated. Printing work is also outsourced.

32. Basic indicators of UNFPA printing activities in 1999 are as follows:

External printing costs	3 778 261 dollars
Internal printing	1 086 009 impressions
Annual cost of printing supplies (paper and ink)	6 687 dollars
Annual cost of equipment servicing and maintenance	23 759 dollars

V. Specialized agencies based in Geneva

33. The reproduction facility of the International Labour Office comprises offset printers, digital printers, and assembly and binding equipment. Maximum annual output can amount to 125 million page impressions. External printing expenditures in 1999 were about $2.2 million.

34. The WHO internal printing plant produced 67.4 million page impressions in 1999. Internal output has decreased during the last few years, as a result of staff reductions. The annual cost of the internal facilities is estimated at $1,650,000 ($950,000 for staff costs and $700,000 for operational expenditures), of which about $800,000 are recovered through charge-backs. In 1999, 665 external printing contracts were awarded with a value of $4.6 million. Decisions on whether to resort

to internal or external printing are made on a case-by-case basis, depending on the urgency and the technical specifications of the job (colours, quality, print run, etc.). Small print runs tend to be cheaper to produce in-house, while external costs seem to be more competitive for complex documents or large runs.

35. ITU leases five black-and-white digital printers and has recently purchased a five-colour digital offset machine at a cost of about 700,000 Swiss francs. All this equipment is operated during two shifts per day. Its annual output in 1999 was about 120 million page impressions. Some jobs are contracted out when their complexity, deadlines or the volume of work involved exceed internal capacity and when external costs are lower.

36. WMO uses offset and photocopying equipment to produce short to medium print runs. It has limited colour capability. In 1999, internal output was 22.2 million page impressions. Printing work is contracted out when it is beyond the capacity of the in-house shop. In 1999, the value of external work was slightly over $200,000. Ad hoc comparisons of in-house and external costs indicate that the former are lower for the short runs that are typically printed internally.

37. WIPO has an internal facility that reproduces patent documents for distribution to various legal entities, including patent offices worldwide. It also produces a weekly gazette of patent applications which was previously printed by a commercial printer. The technology used is based on electronic scanning that captures pages in the form of Tagged In File Format (TIFF) images and transmits them to four heavy-duty laser printers. Annual output amounts on average to 66 million page impressions. In addition, WIPO produces internally the documentation needed for conferences and meetings. For this purpose, two high-speed laser printers are used. Output amounts to 24 million page impressions a year. All the equipment is leased and the basic lease cost varies with the number of copies printed. Special low rates have been negotiated with the suppliers. New equipment is being tested with a view to increasing printing speeds and efficiency. Only black and white printing can be handled internally. WIPO is taking steps to obtain a colour printer that would print products of equal quality to commercial printers. Since WIPO does not have in-house equipment for colour printing or for binding, it resorts to external printing essentially for periodicals and publications in book form.

38. WTO prints all documents internally. In 1999, 98 million page impressions were produced. Only a few publications, accounting for 4.5 per cent of the total production, are contracted out. With regard to costs, internal printing is significantly cheaper (approximately 50 per cent).

39. The annex below summarizes the information gathered for the preparation of the present report. On the basis of 1999 data, it provides estimates of annual internal printing outputs and annual external printing costs for all the organizations included in the present report.

VI. Conclusions

40. Over the last three bienniums, there has been a steady reduction in the internal and the external printing programme of the Organization at Headquarters and at Geneva. Internal printing has been reduced by 31 per cent in physical terms (page impressions) and by some 20 per cent in costs. The

external printing programme has been reduced by 35 per cent in dollar terms. This has resulted from better management of the publication activities of the Organization and closer monitoring of their requirements for specific types of documents and other printed products on the part of the users. Extensive introduction of modern technologies for the electronic storage of documentation and desktop publishing has also contributed to the reduction of paper output. The Secretariat will further streamline its printing practices, ensuring that they continue to respond to the evolving needs of the Organization and its Member States, bearing in mind the guidelines established by the General Assembly concerning the provision of materials in hard copy, as well as other relevant mandates.

41. The General Assembly may wish to take note of this report.

Annex

Internal printing output (millions of page impressions) and external printing costs (thousands of United States dollars): annual estimates based on 1999 data

	Internal printing output	*External printing costs*
United Nations Headquarters	517.0	1 523.2
United Nations Office at Geneva	257.0	353.5
UNICEF headquarters	No internal printing[a]	1 000.0
UNDP	0.88	1 301.8
UNFPA	1.1	3 778.3
ILO	125.0	2 200.0
WHO	67.0	4 600.0
ITU	120.0	[b]
WMO	22.0	200.0
WIPO	90.0	[b]
WTO	98.0	[b]

[a] No internal printing.
[b] Not available.